



Tacoma/Pierce County Habitat for Humanity Volunteer Opportunities

There are many ways to get involved with Habitat for Humanity. Each volunteer-driven team makes an important contribution to our homebuilding mission.

CAMPUS CHAPTERS: Responsible for establishing and maintaining Campus Chapters at local colleges and high schools. Campus chapters assist Habitat through building, fundraising, advocacy efforts, and education. Campus Chapters are a vital supporter of Habitat for Humanity in that they provide an enthusiastic support base for our many projects.

COLLEGIATE CHALLENGE: Every year, we participate in this program that brings college and high school students to Tacoma for a week over their spring or summer break. We are looking for volunteers to help find housing, meals, and activities for these groups. Volunteers can participate in this event from approximately October to March.

CONSTRUCTION: We build year-round on Wednesdays-Saturdays and welcome ANY volunteers with a good attitude wanting to help build houses. Volunteers are responsible for working with the Site Managers and Crew Chiefs to actually build Habitat's houses. Workers assist in a variety of tasks ranging from framing and roofing to painting and landscaping. **NO EXPERIENCE IS NECESSARY TO HELP WITH CONSTRUCTION.**

FAITH RELATIONS: Responsible for maintaining relationships with the faith community in Pierce County. We are seeking volunteers who are willing to be a Habitat contact within their own congregation. The primary task that the Faith Relations Committee takes on is sponsoring and helping to organize the annual Building on Faith project, which is typically held in September.

FAMILY PARTNERS: Responsible for working with and mentoring a partner family through the homeownership process. This team provides support, educational opportunities, and a forum for discussion pertaining to homeownership.

FAMILY SELECTION: Responsible for interviewing and selecting new Habitat families. Compassion, understanding, and a desire to help those in need are necessary traits. This is a demanding and rewarding team on which to serve, and requires a commitment to understanding the needs and realities of low-income families.

FOOD SERVICES: Responsible for bringing snacks and/or lunch to the Habitat worksites to assure that construction volunteers are taking sufficient breaks. The volunteers appreciate meals of any sort. You can be creative with what you make!

HABITAT STORE: We are looking for enthusiastic and organized individuals to help plan and work in the Habitat for Humanity Store. Retail management experience is helpful but not necessary. Shifts on Tuesday through Saturday are from 9:30 to 1:30 and from 1:00 to 5:00. The Store is currently in need of volunteers to fill the following positions:

- Cashier
- Administrative Assistance
- Driver's Assistant
- Warehouse Sales
- Pricing

To volunteer at the Store, please call (253) 779-8149.

GLOBAL VILLAGE BUILDS: Volunteer teams are coordinated to build homes with international Habitat affiliates. Tacoma volunteers have built in Guatemala, Romania, Africa, and India. Visit the Global Village website at www.habitat.org/gv.

OFFICE SUPPORT: Responsible for assisting the staff with tasks in the office such as maintaining volunteer databases, mailing newsletters, organizing orientations, filing and organizing volunteer records. The office is open Monday – Friday, 9:00 AM – 5:00 PM and sometimes on Saturdays. The schedule with volunteering is flexible.

SITE HOST: Welcomes volunteers on the worksite and ensures that all of the volunteers have the necessary paperwork filled out get signed in for the day. They also can help by following up with volunteers to see if they are having an “exceptional volunteer experience” on the worksite. Some Site Hosts chose to also take pictures on the construction worksite. Site Hosts work closely with the Volunteer Support Team but do not have to be members of this team to serve as a Site Host.

SPECIAL EVENTS: Responsible for planning and implementing different Habitat events. Energetic and optimistic people who have great attention to detail are especially needed. Please call the Habitat office for more information 253-627-5626. Events that you can participate in include, but are not limited to the *'CHANGING LIVES' BREAKFAST, AUCTION, Fairs & Booths, Tacoma Home & Garden Show.*

VOLUNTEER SUPPORT TEAM: Responsible for supporting Volunteer Services. This includes welcoming volunteers on Saturdays, photography, volunteer appreciation and recognition and more. This team also helps in nurturing Habitat volunteers. Attention to detail and an outgoing personality are especially appreciated on this team.



Construction Volunteers

- 1) Read, sign and date our “Release and Waiver of Liability.” Read, sign and date the back page of the Safety Waiver “Acknowledgement.” Either return the signed Release and Safety Waiver to Habitat staff after the orientation, or mail it into the office.

- 2) Volunteers UNDER 18 must be accompanied by an adult (21 years or older) and the “Release and Waiver of Liability” must be signed by a parent or guardian. Volunteers between the ages of 16 and 17 can participate in framing, painting, landscaping and various other activities that do not involve power tools, working on scaffolding, on the roof, or at heights above 6 feet. Please contact the Habitat office for further details about involving youth in Habitat’s work. **For safety reasons we cannot allow youth under 16 on the work site.**

- 3) On the Habitat work site:
 - a. We begin at 8:45 A.M . We typically finish by 3/3:30 P.M. **Please be on time.** It helps us create a safe and productive work site.
 - b. When you arrive at the site, **REMEMBER TO SIGN IN AND SIGN OUT** when you leave. The record of your volunteer time is necessary for Labor and Industry Insurance, grant applications, annual reports, and income tax purposes.
 - c. We will provide snacks on Saturday mornings, but please **bring your own lunch as well as a water bottle**, unless notified otherwise.
 - d. Volunteers may bring basic hand tools such as a hammer, tool belt, gloves, tape measure, pencil, utility knife, safety glasses, and a hardhat. If you do not have them, we have extra supplies on site.
 - e. Wear sturdy shoes with a thick sole. Wear old clothes that may get dirty. **Long pants and shirts that cover the shoulders (no tank tops) are required by state law.** Please wear gear appropriate for the weather.
 - f. First-aid is available on site. **If you receive even a minor injury, it must be reported to the construction manager.**
 - g. Alcohol, smoking, drugs and tobacco are prohibited on Habitat sites. You may smoke off site at break times.

*Thank you for your involvement with Tacoma/Pierce County Habitat for Humanity!
Together we are working to eliminate substandard housing in Pierce County.*



What to Bring, What to Wear

- If you have basic hand tools (a hammer, tool belt, gloves, tape measure, pencil, utility knife, safety glasses, etc.) feel free to bring them. However, make sure that you have your name on them so you do not make an unwanted donation to Habitat's tools. *If you do not have tools, we have plenty on the worksite that you will be able to use.*
- Bring water and lunch. Occasionally, lunch will be provided but if that is the case, we will let you know.
- Closed toed shoes (preferably work boots)
- Long pants, no tank tops.
- Appropriate clothing for the weather. (Raincoat, sweater, gloves, hat, sunscreen, etc.)
- Appropriate clothing for working on a construction site, i.e. clothes that can get dirty and wet.
- Smoking, tobacco, drugs and alcohol are prohibited at the worksite.



Tacoma/Pierce County Habitat for Humanity Construction Schedule

8:45-9:00- Volunteer Sign-in

9:00-9:15- Site Directors lead the safety demonstration and discuss the tasks of the day. Volunteers are assigned to a Crew Chief

9:15-10:30- Begin work on assigned tasks

10:30-10:45- Snack Time

10:30-12:30- Continue work on assigned tasks

12:30-1:00- Lunch

1:00-3:00- Finish the day's work on the house.

3:00/3:30- Clean-up time to assure that tools are put away and the worksite is clean and safe for the next day's work.

**While we try to keep to this schedule as much as possible, please keep in mind that it can change if the tasks for the day take longer or shorter to complete than expected.*

Store

What is the Habitat Store?

The Habitat Store is a home improvement outlet. It sells new and gently building supplies, such as doors, windows, plumbing, lighting fixtures, paint, tile; and also sells appliances, furniture, and more. Many items come from large retail stores such as Lowes or Tacoma Screw, and some come from individuals. Proceeds from the sale of donated items are used to purchase materials for Habitat homes in the Tacoma/Pierce County area.

Why do we need volunteers at the Habitat Store?

Volunteers are the key to keeping the Habitat Store running and growing! Without volunteers we can't sell. If we can't sell, we can't build and fewer families are served.

What skills are needed to work at the Habitat Store?

None! We will work with you to find a position you enjoy, and then train you thoroughly. Here are a few of the positions available for volunteers:

Drivers: We pick up donations 5 days a week on both shifts.

Pick-up Assistants: We need able-bodied people to help the drivers pick up the items. (We do use material handling equipment-lifts, dollies, etc)

Customer Service Associates: Assisting customers, product placement, stocking, and merchandising.

Administration: There are many diverse tasks involved here, which include taking phone calls, scheduling pick-ups, creating signs, data entry, typing letters, and more.

How old do I have to be to work at the Habitat Store and do I need to bring an adult?

Volunteers must be 16 or older and do not need to bring an adult with them to volunteer.

What times are the volunteer shifts?

Tuesday – Saturday

9:30 am – 1:30 pm

1:00 pm – 5:00 pm

What do I need to wear?

Volunteers need to wear long pants, closed-toed shoes, and a shirt that covers the shoulders. Please wear clothes you do not mind getting dirty. You will be given a Habitat Store apron for your use.

Should I call to sign up to volunteer?

Yes, we ask that you do call to volunteer. The Habitat Store number is **253-779-8149**.

How far in advance should I try to schedule a group? How many people can I bring in a group?

We encourage groups to try to sign up at least a month in advance. We can typically take 5-10 people per group.